

**RUTHERFORD COUNTY CLERK**  
**319 North Maple Street, Suite 121**  
**Murfreesboro, Tennessee 37130**  
**(615) 898-7798**  
[www.rutherfordcountyttn.gov](http://www.rutherfordcountyttn.gov)

## **NOTARY PUBLIC-AT-LARGE NAME CHANGE APPLICATION INSTRUCTIONS**

**TO CHANGE THE NAME ON AN EXISTING TENNESSEE NOTARY PUBLIC AT  
LARGE COMMISSION, PLEASE COMPLETE THE FOLLOWING:**

1. File one of the following Rider Bonds showing the name change:
  - a. Insurance Company Bond – File Bond showing name change issued by the Insurance Company that issued your original notary bond.
  - b. Personal Surety Bond – Both personal sureties who signed your original notary bond must appear, in person, to sign your notary bond under the new name.
2. File a certified copy of the document proving the change of name such as:
  - a. Marriage Certificate
  - b. Divorce Decree
  - c. Name Change Order from the Court
3. File the original Notary Public at Large Commission issued by the Secretary of State.
4. Pay a recording fee of \$14.00. The Clerk's office accepts notarized applications only. Should the applicant appear before us with an unsigned application, a member of the Clerk's staff will witness the applicant's signature and notarize for an additional fee of \$2.25.

After the above-mentioned steps have been filed in the Office of the Rutherford County Clerk, the County Clerk will then order your Notary Public at Large Commission from the Tennessee Secretary of State. Once the Notary Public at Large Commission has been issued, you will be notified by the County Clerk to appear, IN PERSON, before the County Clerk to take your Oath of Office before obtaining the Commission.

**RUTHERFORD COUNTY, TENNESSEE**  
**APPLICATION FOR NAME CHANGE OF**  
**TENNESSEE NOTARY PUBLIC-AT-LARGE**

**FOR OFFICE USE ONLY**

**\$14.00**      **DATE PAID** \_\_\_\_\_ **RECEIPT NUMBER** \_\_\_\_\_

**PLEASE PRINT IN BLACK INK OR TYPE.**

FULL LEGAL NAME \_\_\_\_\_  
(First) (Middle) (Last)

**NAME APPEARING ON YOUR EXISTING NOTARY PUBLIC AT LARGE COMMISSION**

DATE NOTARY PUBLIC AT LARGE COMMISSION EXPIRES\_\_\_\_\_

NAME TO APPEAR ON COMMISSION\_\_\_\_\_

REASON FOR CHANGING NAME (Please mark one)

- ☐ MARRIAGE
- ☐ DIVORCE
- ☐ LEGAL NAME CHANGE
- ☐ OTHER \_\_\_\_\_

(Please Specify)

DATE OF BIRTH \_\_\_\_\_

HOME STREET ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME TELEPHONE NUMBER\_\_\_\_\_

EMPLOYER \_\_\_\_\_

BUSINESS STREET ADDRESS\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

I DO SOLEMNLY SWEAR OR AFFIRM, UNDER PENALTIES OR PERJURY THAT I DO COMPLY WITH ALL THE QUALIFICATIONS REQUIRED TO BECOME A TENNESSEE NOTARY PUBLIC-AT-LARGE, AND THAT ALL ANSWERS GIVEN IN THIS APPLICATION ARE TRUE AND CORRECT.

PRINT NAME TO APPEAR ON NOTARY SEAL \_\_\_\_\_

**APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC!**

SIGNATURE OF APPLICANT \_\_\_\_\_  
(Sign name exactly as printed on the line above)

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

(S E A L) NOTARY PUBLIC \_\_\_\_\_  
COMMISSION EXPIRES \_\_\_\_\_

**OATH OF OFFICE**

**STATE OF TENNESSEE  
COUNTY OF RUTHERFORD**

**I, \_\_\_\_\_ DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL  
SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF TENNESSEE, AND  
THAT I WILL, WITHOUT FAVOR OR PARTIALITY, FAITHFULLY, HONESTLY, AND DILIGENTLY  
DISCHARGE THE DUTIES OF NOTARY PUBLIC-AT-LARGE.**



\_\_\_\_\_  
**PRINCIPAL-NOTARY PUBLIC-AT-LARGE**

**SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

**DEPUTY CLERK** \_\_\_\_\_

REVISED: JULY 1, 2009